

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1   11	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 24-Jan-2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY DONNA BLACKSTONE NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON ST FT DETRICK MD 21702-9203		CODE N62645		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. N62645-03-R-0001	
				X		9B. DATED (SEE ITEM 11) 18-Dec-2002	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE				FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
a. The purpose of this amendment is to make revisions to proposal submission requirements, provide a revised electronic version of the Business Proposal (Volume III), and to incorporate the Contract Administration Plan.							
b. Due to the ambiguity of Past Performance (Volume I) submission requirements, Section L, paragraph 3.1 is changed as delineated in the Summary of Changes on page 4.							
c. You are hereby provided a revised electronic version of the Business Proposal (Volume III) due to the inability of offeror's to enter pricing data into the pricing blocks associated with the Notional Task Orders (Contract Line Item Number (CLIN) 0005).							
d. The Contract Administrative Plan is hereby incorporated at Attachment 017 of the solicitation package and shall apply to the resulting contracts.							
e. The proposal submission due date for Volume I (Past Performance), Volume II (Management Plan) and Volume III (Business Proposal) is 13 February 2003 at 2:00 p.m. (Eastern Standard Time).							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		24-Jan-2003	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

Changes in Section J

Section J Table Of Contents

**ATTACH****DESCRIPTION****ATTACHED/BY REFERENCE**

001	Dental Hygienist, Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics	X /
002	Dental Assistant, Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics	X /
003	Dental Assistant, Keesler Air Force Base, Biloxi, MS	X /
004	Dental Hygienist, Naval Dental Center Southeast Jacksonville, FL and subordinate Branch Dental Clinics	X /
005	Dental Assistant, Naval Dental Center Southeast Jacksonville, FL and subordinate Branch Dental Clinics	X /
006	Incentive Plan (IP) Naval Dental Center Southeast Jacksonville, FL	X /
007	Notional Task Order NTO001, Dental Laboratory Technician, Naval Dental Center Gulf Coast, Pensacola, FL	X /
008	Notional Task Order NTO002, Endodontist, McDill Air Force Base, Tampa, FL	X /
009	Service Contract Act Wage Determinations	X /
010	Proof of U.S. Employment Eligibility	X /
011	RESERVED	
012	Electronic File Format; Offeror's Past Performance Information	X /
013	Electronic File Format; Sample Supplemental Pricing Worksheets	X /
014	Current Contract Prices	X /
015	Electronic File Format; Offeror's Management Plan	X /
016	Successful Offeror's Management Plan(s) <b>NOTE:</b> This Attachment will be appended at the time of award to include the management plan(s) for each contract awarded. As an example, if 3 contracts are awarded, the successful offeror's management plan(s) will be appended as Attachment 016A, 016B and 016C, etc.	

017

Contract Administration Plan

X /

END OF SECTION J

## Changes in Section L

### 1. SUBMISSION OF COST OR PRICING DATA

1.1. It is expected that this contract will be awarded based upon a determination that there is adequate price competition; therefore, the offeror is not required to submit additional cost or price data or certify cost or pricing data with its proposal.

1.2. If, after receipt of the proposals, the Contracting Officer determines that adequate price competition does not exist in accordance with FAR 15.403-3 and 15.403-4, the offeror shall provide other information requested to be submitted to determine fair and reasonableness of price or cost realism, or certified cost or pricing data as requested by the Contracting Officer.

2. NOTIONAL TASK ORDERS. The Notional Task Orders (CLIN 0005) provided in Attachments 007 and 008 represents a sample Task Order scenario which may, in some form, be ordered by the Government after contract award. No awards will result from an offeror's proposal in response to these Notional Task Orders.

### 3. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

3.1. Introduction and Purpose. This section specifies the format and content that offerors shall use in response to this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work but rather to require uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is both in the format prescribed herein and is comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete: avoiding unnecessary, irrelevant, unrelated, unsubstantiated, illogical, vague and/or expansive discussions. Clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each identified in this paragraph. Any proposal that does not offer as a minimum that which is requested in this solicitation may be determined to be substantially incomplete and not warrant any further consideration. A complete proposal, including both Technical and Business, shall be submitted by the closing date specified in Section A of the solicitation.

Proposals shall be submitted in three separate volumes:

Volume I - Past Performance Proposal (original & 1 copy)

Volume II - Management Plan (original & 1 copy)

Volume III - Business Proposal (original & 1 copy)

The closing date for Volumes I, II, and III shall be **Thursday, 13 February 2003** at **2:00 PM** local time (eastern standard time).

**Facsimile and E-mail submission are not permitted.**

Upon receipt of the electronic files from the Contracting Officer, the offeror's proposal shall be submitted on 6 offeror provided 3.5" diskettes or CD-ROM(s) (all hereafter referred to as "diskettes"). The offeror is responsible for ensuring that submitted diskettes are neither physically damaged nor contain corrupted files such that they are not readable by the Government. The offeror shall ensure that the **three** sets of diskettes are identical.

3.2. Diskettes 1 and 2 shall each contain the offeror's Past Performance information and shall contain the electronic file "[name of offeror] Past Performance.doc" (Attachment 012). The information on diskette 2 shall be identical to the information on diskette 1. PLEASE NOTE: Closing dates for submission of Past Performance information and Management/Business Proposals are specified in 3.1, above.

3.3. Diskettes 3 and 4 shall each contain the Management Plan and shall include the Government provided electronic file "[name of offeror] Management Plan.doc" (Attachment 015). The information on diskette 3 shall be identical to the information on diskette 4.

3.4. Diskettes 5 and 6 shall each contain the offeror's Business Proposal and shall include the Government provided electronic file "[name of offeror] Business Proposal.xls." Included within "[name of offeror] Business Proposal.xls" are Supplemental Pricing Worksheets for each separately priced position for CLINs 0001 through 0004 (the minimum requirements) and each separately priced position for NTO001 and NTO002 (CLIN 0005). An example of a Supplemental Pricing Worksheet is contained in Attachment 013. The offeror shall complete all the Supplemental Pricing Worksheets within "[name of offeror] Business Proposal.xls." The information on diskette 5 shall be identical to the information on diskette 6. The Government has included the most recent contract prices as Attachment 014. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, general and administrative expense. The direct compensation rate to the HCW is not available.

3.5. If an offeror is late submitting (a) any diskette or (b) any required file is missing from their diskette proposal, their entire proposal will be considered late.

3.6. Offerors are responsible for assuring that the diskettes forwarded in response to this solicitation are neither damaged nor unreadable. Diskettes 1 through 4 shall be formatted using either Microsoft Windows 95™ or Microsoft Windows 98™. All files shall be submitted using either Microsoft Word 97™, or Microsoft Word 2000™ (for the .doc files) and Microsoft Excel 97™, or Microsoft Excel 2000™ (for the .xls files). Documents and spreadsheets submitted in Microsoft Word 2002™ or Microsoft Excel 2002™ will not be accepted. Diskette 1 is identical to diskette 2; Diskette 3 is identical to diskette 4; Diskette 5 is identical to diskette 6. Offerors shall assure that all files are in a "read only" format and not subject to change. Files shall not be password protected.

3.7. Offerors shall accept the formatting, style, pitch/point, margins and other formatting imbedded in these electronic documents as provided. The Government will accept no changes.

3.8. Volume I: Past Performance (Original & 1 Copy) Diskettes 1 and 2 shall each contain the offeror's Past Performance information and shall contain the file "[name of offeror] Past Performance.doc" (Attachment 012). The information on diskette 2 shall mirror the information on diskette 1.

a. Volume I shall contain the table provided as Attachment 012 (Past Performance Chart) for submission of past performance information. The Contractor shall exactly recreate and complete Past Performance.doc as illustrated in Attachment 012. (NOTE: An electronic copy of Past Performance.doc shall be provided.) This Microsoft Word 97™ document shall include information from not more than five of their previous/current contracts not awarded either by the Naval Medical Logistics Command or the Fleet Industrial Supply Center, Norfolk Detachment, Philadelphia. These references shall be those that the offeror believes are their most current and are relevant to the labor categories identified in Section B. The Government will supplement this information with past performance analyses of contracts awarded by the Naval Medical Logistics Command. In selecting the most relevant contracts, the offeror may include contracts that demonstrate the prior experience of corporate officials or the experience of sub-Contractors/teaming partners. In order to be considered current, services must have been provided within the last five years. The file, "Past Performance.doc" shall be renamed, "[name of offeror] Past Performance.doc" when it is submitted.

b. If the offeror has no relevant past performance, they shall affirmatively state that they possess no relevant past performance within [name of offeror] Past Performance.doc.

c. The offeror shall complete Past Performance.doc to include the following:

1. The contract number(s) and,
2. The number of HCWs provided, and
3. The type of HCWs provided, e.g., 2 dentists, 15 dental hygienists, etc., and
4. The location of services provided including facility name, city and state and,

5. The start dates that services were/are being provided and

6. The completion dates that services were/are being provided, and

7. The name, organization, telephone number, and e-mail address of a verified point of contact at the federal, state, local Government or commercial entity for which the contract services were performed. The offeror is responsible for ensuring that all points of contact provided as references are current and appropriate, and that the phone numbers provided are valid and,

8. A brief description of services provided and an explanation of how that experience is directly related and/or similar or relevant to the scope, magnitude, and complexity of the requirement (as defined herein) and,

9. The number, type and severity of any quality, delivery or price problems, or any other anecdotal issues, in performing the contract, the corrective action taken and the effectiveness of the corrective action. Offerors shall also submit complete information of any discrepancy or non-compliance reports issued under these contracts and the corrective action mechanisms that were completed or started. At the discretion of the offeror and based upon the number of discrepancies, this information may be added as a supplemental file to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, “[name of offeror] CDRs.doc”. This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.

d. Offerors may submit a two-page discussion of noteworthy successes, accomplishments, awards and/or commendations achieved during the described experience in providing services. Offerors may also submit any other information the offeror considers relevant to its past performance. This information shall be included on diskettes 1 and 2 as a Microsoft Word 97™ Contractor prepared document titled, “[name of offeror] Accomplishments.doc”. This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. Information shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.

e. Offerors may submit a discussion of their experience providing services within Incentive Plans that are either similar to or relevant to the Incentive Plans contained in Attachment 006. This information shall be added to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, “[name of offeror] Incentive Experience.doc”. This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length; however, the Government does not anticipate that these documents should exceed three single spaced pages. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply shall be provided by the offeror.

3.9. Volume II: Management Plan (Original & 1 Copy) Diskettes 3 and 4 shall each contain the offeror's Management Plan information and shall contain the file “[name of offeror] Management Plan.doc” (Attachment 015). The information on diskette 3 shall mirror the information on diskette 4. The offeror shall exactly recreate and complete the Management Plan.doc as illustrated in Attachment 015. (NOTE: An electronic copy of Management Plan.doc shall be provided.) This Microsoft Word 97™/2000™ file requires that offerors provide information concerning their Management Plan for the provision of services under these contracts. The offeror's proposal shall describe the management policies plan which will be utilized to ensure timely, effective, complete start-up and continuity of the services required by the solicitation. This shall include:

a.. **Recruitment**

1. A description of any unusual or extraordinary recruitment methods that may be required to fill scarce marketplace commodities for **CLINs 0001 through 0004**, and Notional Task Orders **NT0001 and NT0002**. If none exist, so state.

2. A description of any innovations or ideas to mitigate any risks identified to successful recruitment.

**b. Retention**

1. Provision of the typical fringe and other benefit packages paid to HCWs. If the offeror intends to hire sub-contractors also, so state.

1.a. Indicate the benefit provided to HCWs including:

401K. If “Yes”, what amount or percentage or dollar amount do you contribute?

1.b. Health Insurance. If “Yes”, what amount or percentage or dollar amount do you contribute?

1.c. Dental Insurance. If “Yes”, what amount or percentage or dollar amount do you contribute?

1.d. Is a 125 Pre-tax medical spending account available?

1.e. Uniform Allowance. If “Yes”, what amount or percentage do you contribute?

1.f. Continuing Education. If “Yes”, (a) what amount or percentage do you contribute, and (b) describe your continuing education benefit in terms of types of courses and number of days/hours?

1.g. Do you allow personnel to decline all or some benefits in exchange for an increase in direct compensation?

1.h. Other Benefits: Identify any other benefits provided and the amount you contribute.

1.i. Do benefits for part time employees differ from those offered to full time employees? If “yes”, please explain how those benefits differ.

2. On-site assistance to employees.

2.a. How often will regular/scheduled contact be made with each employee?

2.b. How will contact be made (site visit, telephone, email, etc?)

2.c. Will there be an on-site or local (within 100 miles) representative? If “yes”, what will this individual’s responsibilities be for issues specifically including planned leave use, unplanned leave notification, payroll issues?

2.d. Are these services available to each health care worker which facilitate contact (i.e., “1-800” number, 24 hour POC via answering machine, etc?)

3. A description of any innovations or ideas to mitigate any risks identified to successful retention.

**c. Credentials and licensure submissions and tracking:**

1. A description of how expiring licenses and certifications will be tracked to ensure that they are kept current and that the Government has the latest versions.

2. A description of the offeror’s credentials compilation and verification process.

3. A description of any plans to pre-credential candidates before a need is identified.

4. A description of any plan that will keep candidates up to date on the status of the contract prior to contract award thus ensuring a smooth transition to contract start.

d. Sub-Contracting and Teaming. If a sub-contracting and/or teaming approach will be used, the offeror should provide the following information. If no sub-contracting and/or teaming approach will be used, the offeror should state as such.

1. A description of the offeror's sub-Contractor(s)/teaming partner(s) experience with multiple dental labor categories across wide geographic areas that are relevant to the requirements of CLINs 0001 through 0004, CLINs 0009 through 0019, and NTO001 and NTO002. Medical experience, although relevant, is less relevant than comparable dental experience. This narrative discussion shall contain sufficient specificity and detail to assess its relevance.

2. Provision of letters from the sub-Contractor(s) and/or teaming partner(s) that acknowledge the teaming arrangement and their participation if a contract is awarded. This acknowledgement may be a simple statement on letterhead paper, signed by an authorized representative who can be contacted and telephonically interviewed by the Government. Therefore, telephone numbers shall be provided which shall be accurate and legible.

3. Provision (at the offeror's choice, within the same letter) of information from the sub-Contractor(s) and/or teaming partner(s) indicating the duties or performance responsibilities of each organization in the specific areas of recruitment, initial and ongoing credentialing, and overall project management.

4. An explanation as to how these teaming arrangements will be used in the decision-making process within the contract. Which specific areas are delegated to the teaming partner and which are retained? How will the offeror hold the teaming partner accountable for non-performance or unacceptable performance?

3.10. Volume III: Business Proposals (original and one copy). Diskettes 5 and 6 shall each contain the offeror's Business Proposal. The information on diskette 5 shall mirror the information on diskette 6. Business proposals must contain the following:

a. A completed Standard Form 33. This form must be downloaded, printed, completed, signed and mailed/delivered by the offeror with diskettes 5 and 6 and,

b. An acknowledgment of any amendments issued by the Government prior to the receipt of proposals and,

c. A completed Section K containing the Representations, Certifications and Other Statements of Offerors contained in Section K of this solicitation. The offeror shall print, sign, and complete Section K and MAIL those signed certifications, the completed and signed SF-33 and diskettes 5 and 6 and,

d. The offeror shall complete their business proposal using the Government provided file Business Proposal.xls. Business Proposal.xls matches Section B of this solicitation exactly. The offeror shall complete the boxes in that file shaded in light blue. The spreadsheet will calculate the remaining totals including the total price for CLINs 0001 through 0004 and NTO001 and NTO002. The information that is provided in Business Proposal.xls for CLINs 0001 through 0004 will be used to determine price reasonableness during the evaluation of the offeror's proposal. Also, included on Business Proposal.xls is a Supplemental Pricing Worksheet for each separately priced position within CLINs 0001 through 0004 and NTO001 and NTO002. The file, "Business Proposal.xls" shall be renamed, "[name of offeror] Business Proposal.xls" when it is submitted. The information provided in the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal. A sample of the Supplemental Pricing Worksheets is shown in Attachment 013. Source Information for each Supplemental Pricing Worksheet shall be provided at the bottom of each Supplemental Pricing Worksheet following the notation "Source Information Notes", and



e. The final negotiated HCW compensation rates proposed on each Supplemental Pricing Worksheet (within "[name of offeror] Business Proposal.xls") are both the lowest acceptable compensation rates to the HCW and the average compensation rates to the HCW which will be used by the Contractor upon award of initial Task Orders. The Task Order awardee is not prohibited from paying a range of compensation rates to recruited HCWs in a particular labor category, but under no circumstances shall the compensation rate be lower than that included as the lowest rate shown on each Supplemental Pricing Worksheet. The Government has included the most recent contract prices as Attachment 014. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, General and Administrative expense. The direct compensation rate to the HCW is not available, and

f. For Notional Task Orders NTO001 and NTO002, the offeror shall complete the appropriate tab using the Government provided file Business Proposal.xls. The information provided on the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal.

#### 4. PROPOSAL EVALUATION

4.1. Past Performance is significantly more important than the Management Plan. The combination of Technical Proposal factors (Past Performance and Management Plan) is significantly more important than the combined Business Proposal evaluation factors (Completeness, Reasonableness, and Realism).

4.2. The Government reserves the right to award without discussions. It should be noted that award may be made to other than the lowest priced offer. Offerors are therefore cautioned that each initial offer should contain the offeror's best terms.

4.3. The Government may set the competitive range following evaluation of technical and business proposals and conduct discussions with remaining offerors. Discussions may be in person, by telephone, or in writing at the discretion of the contracting officer.

4.4. The minimum quantity per contract awarded will be at least one CLIN (CLINs 0001 through 0004) for the period 01 July 03 through 30 September 03. The Government will determine which CLINs are awarded to each successful offeror (via Task Order) at the time of award of the basic contract. Task Orders for the minimum quantities will be issued concurrent with the award of each contract. Task Orders issued after the minimum quantities are satisfied will be priced individually at the time of Task Order proposal request (See Section H for Task Order procedures).

##### 4.5 Technical Proposal Evaluation.

a. Past Performance. The Government will evaluate the "risk to the Government" associated with the offeror's past performance. The Government will give greater consideration to past performance (minimum, maximum and notional quantities) that is most relevant to the solicitation. Past performance not as relevant will warrant a greater technical risk assessment. The most relevant past performance will be those references that most closely match the solicitation requirements in terms of Scope (i.e. the type of HCWs in settings similar to the requirements [clinical environment]) and, Magnitude (i.e. the numbers of HCWs provided by labor category) and, Complexity (i.e. the range and depth of labor categories, geographic similarity to the requirement [i.e. metropolitan versus rural]), single/multi-site, single/multi specialty, and experience with incentive plans). Medical experience, although relevant, is less relevant than comparable dental experience. The Government reserves the right to contact the points of contact identified in the offeror's proposal for the purpose of verifying the offeror's record of past performance. Also, the Government will not restrict its past performance evaluation to the information submitted by offerors but will consider any other information in its possession.

b. Management Plan. The Government will evaluate the "risk to the Government" associated with the offeror's Management Plan. The Government will not assume that the offeror possesses any capability unless it is specified in their proposal. The Government will evaluate the offeror's approach to Recruitment, Retention, Pre-Credentialing, and Sub-Contracting and Teaming as stated in section 3.9. The plan should discuss the offeror's approach to accomplishing the requirements in the Notional Task Orders. The offeror should describe any differences between their proposed approach for the minimum solicitation quantities and that for the Notional Task

Orders. The offeror should discuss any risks associated with accomplishing the Notional Task Orders and plans for mitigating those risks.

#### 4.6. Business Proposal Evaluation.

a. Adequate price competition is expected for this acquisition. The Business Proposal will be evaluated with consideration to the following factors:

(1) Completeness. All price information, certifications, and supporting documentation required by the Request for Proposal (RFP) has been submitted, and

(2) Reasonableness. The degree to which the proposed prices compare to the prices that a reasonable and prudent person would expect to incur for the same or similar services, and

(3) Realism. The offeror's CLIN/SLIN prices and information provided on the Supplemental Pricing Worksheets will be used in the evaluation of the offeror's proposal. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation and the average compensation for best value determinations. The offeror's CLIN/SLIN prices and supplemental pricing worksheets will be examined to identify unusually low cost estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the solicitation requirements, and the related risk of personnel recruitment and retention problems during contract performance.

5. TECHNICAL QUESTIONS. Offerors must submit all technical questions concerning this solicitation in writing to the Contract Specialist listed below. The Naval Medical Logistics Command must receive the questions not later than 15 calendar days after the issue date (Block 5 of SF 33) of this solicitation. The Contract Specialist will answer questions that may affect offers in an amendment to the solicitation. The Contract Specialist will not disclose the source of the questions. Questions shall be referred to:

Naval Medical Logistics Command  
ATTN: Code 022 (Mrs. Donna Blackstone)  
1681 Nelson Street  
Fort Detrick, MD 21702-9203  
Telephone: (301) 619-2062  
FAX (301) 619-6793  
Email to: drblackstone@nmlc.med.navy.mil

6. LIMITATION OF PAYMENT FOR PERSONAL SERVICES. Under the provisions of 10 U.S.C. 1091 and DODI 6025.5, "Personal Services Contracting", implemented 6 January 1995, the total amount of compensation paid to an individual direct health care provider in any year cannot exceed the full time equivalent annual rate specified in 10 U.S.C. 1091.

7. PRE-PROPOSAL CONFERENCE. The Government will not conduct a pre-proposal conference for this acquisition.

8. SITE VISITS. The Government will not conduct a site visit for this acquisition.

#### 9. REVIEW OF AGENCY PROTESTS

9.1. The contracting activity, Naval Medical Logistics Command, will process agency protests in accordance with the requirements set forth in FAR 33.101(d).

9.2. Pursuant to FAR 33.101(d)(4), agency protests may be filed directly with the appropriate reviewing authority; or a protester may appeal a decision rendered by a Contracting Officer to the appropriate reviewing authority.

9.3. The reviewing authority for Mrs. Donna Blackstone is Mrs. Terry Horst, Naval Medical Logistics Command, Code 02, 1681 Nelson Street, Fort Detrick, MD 21702-9203. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the, "Contracting Officer" or the, "Reviewing Official".

9.4. Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.